



## Personalised English language training for Business

Develop your English skills for the business environment, meet international colleagues, develop and practise language for your working life



**Our specialist areas include:** Finance & Banking, Marketing & Sales, Media and International Development, Economics & Investment, General business communications

A specific course of Quatorial +10 Tutorials per week.

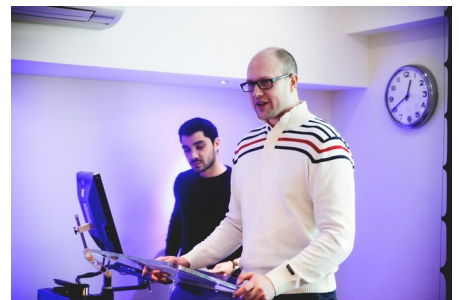
This dynamic programme combines Quatorial lessons (one teacher, four students), workshops and group projects to improve your English for professional use with focused business one-to-one tuition.

### Beyond language teaching

- Familiarisation with the language of business
- Gain fluency and confidence in oral production and presentations
- Project a clear and convincing message in English
- Improve professional writing skills
- Practise negotiation and persuasion techniques
- Discover how soft skills can improve your business performance

### Key advantages of this OISE London programme

- OISE as a leading UK language group has more than 40 years of experience in the sector
- Personalised coaching programme tailor-made to the student's level
- Whether in a Quatorial or a Tutorial, each session corresponds to clearly defined objectives
- 32.5 hours per week of the Quatorial Programme including 10 hours per week of specific tutorials
- Accommodation available in a superior homestay, hotel or studio



For any further information, please contact us:

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## English for Business sample course content

### Presentations

- Structure of good presentation models for ease of delivery and understanding
- “Signposting” of main points and features of the presentation
- Vocabulary and language of presentations
- Language of trends and statistics
- Preparing question and answer sessions
- Solving anticipated problems
- Incorporation of visual aids, tools and handouts

### Negotiations

- Language of persuasion
- Agreeing and disagreeing
- Language of tact and diplomacy
- Delivering a clear message
- International body language

### Meetings

- Contributing to discussions
- Interrupting and turn-taking
- Understanding and clarifying
- Clear and concise speech
- Repetition and reminder

### Email and report writing

- Formal and informal language - appropriate use of words and phrases
- Sentence construction and paragraph building
- Delivering a message with tact
- Asking and offering for help or advice
- Giving information

### Discussion and Debate

- Analysis and discussion of current affairs
- “Small talk” informal break-time conversations
- Forming opinions and communication of supporting information

### Telephoning & Videoconferences

- Listening skills
- Note taking
- Listening for key or specific information
- Clear speech
- Gesture and body language in video conferences